

| ECAC Needs Assessment and Recommendations to the Governor<br>2019-2020 |  |   |
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| December-March   | Needs assessment   | Steering Committee 12/18  |
|  |  | Steering Committee 1/15   |
|  |  | Steering Committee 2/19   |
|  |  | Co-Chair meeting 2/20   |
| <b>Council Meeting<br/>March 6, 2019</b>                               | Needs Assessment, speaker:   |   |
|  |  | Steering Committee 3/19   |
|  |  | Steering Committee 4/16   |
|  |  | Steering Committee 5/21   |
|  |  | Co-Chair 5/22   |
| <b>Council Meeting<br/>June 5, 2019</b>                                | Needs Assessment, speaker:   |   |
|  |  | Steering Committee 6/18   |
|  |  | Steering Committee 7/16   |
|  |  | Steering Committee 8/20   |
|  |  | Co-Chair 8/21   |
| Strategic Planning Meeting: August 2019                                | Meeting to prioritize needs, set up need area work groups to consider solutions, clarify co-chair role   |   |
| <b>Council Meeting<br/>September 4, 2019</b>                           | Begin to identify solutions, finalize work group membership and meeting structure, highlight template for recommendation: discuss chair-co-chair roles and responsibilities<br><i>time for work groups to convene, plan, discuss</i> |   |
| September-December   | Work groups meet, fill in grid, initial draft recommendations  | Steering Committee 9/17: Staff check in with co-chairs, share timeline and December goals   |
|  |  | Steering Committee 10/15: staff check in with work group co-chairs about progress, needed support, readiness for December meeting,  |
|  |  | Steering committee 11/19, 9:00-11:00, discuss work group process, <b>work groups present/participate in meeting? Work groups give a presentation of where they are at, get feedback</b> |
|  |  | Co-chair meeting 11/20, review December agenda, discuss relevant context that should be reviewed by work group (i.e; Kindergarten Readiness report).                                    |
| <b>Council Meeting<br/>December 4, 2019</b>                            | Work group time, review timeline and goals<br>Review draft report/letter from co-chairs  |   |
| December-March (2020)  | Work groups deeply flesh out recommendations to support March decision making/prioritization, develop recommendation summaries   | Steering committee meeting: 12/17<br>Review progress from December meeting and needed supports before March, finalize recommendation template   |
|  |  | <b>Steering committee meeting, 1/:</b><br><b>work groups present/participate in meeting, get feedback</b>   |
|  |  | <b>February: workgroups submit recommendation summaries/templates for review</b>  |
|  |  | <b>Steering committee meeting, 2/:</b><br><b>review and organize work group recommendations for co-chair meeting</b>  |

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|  |  | Co-chair meeting 2/: Co-chairs provide feedback on draft recommendations pitfalls, concerns, probability.   |
| <b>Council Meeting</b><br>March 2020     | In-depth presentations on recommendations, prioritize/select recommendations to advance to the governor.   |   |
|  | For selected recommendations: research budget considerations, implementation details, and begin preparing draft report   | Steering committee meeting, 3/:<br>Review March meeting and rankings and connect with work groups on needed next steps to flesh out selected recommendations. Communicate selections and send template to work groups after the meeting.                                    |
|  |  | Steering committee meeting, 4/:<br>updates from work groups, work on report letter, report facts, planning needs assessment process/September and December agendas  |
| May 2020                                 | Strategic Planning Meeting: work group time  |   |
|  |  | <i>May:</i> work groups submit as much of the implementation and budget templates as possible knowing that the budget information will not yet be complete given the budget process at DCF.<br>Documents shared with steering committee for review in advance of 5 meeting. |
|  |  | Steering committee meeting, 5/:<br>Review and revise recommendation summaries and implementation, budget template and forward to co-chairs. Review and finalize key facts page and letter.  |
|  |  | Co-chair meeting, 5/: review recommendation summaries and implementation details.   |
| <b>Council Meeting</b><br>June 6, 2020   | Final draft of recommendation summaries, implementation/budget details, key facts page, and letter reviewed and approved. These versions will be given to Meri for formatting. |   |
|  |  | Steering committee, 6/:<br>answer any questions from Meri Annin (Formatting and Printing)<br>Work groups submit final rec template<br>Plan September and December meetings  |
|  |  | Steering committee, 7/:<br>Plan September and December meetings   |
|  |  | Steering committee, 8/:<br>work groups submit budget papers by<br>Plan September and December meetings  |
|  |  | Co-Chair meeting, 8/  |
| <b>Council Meeting</b><br>September 2020 | Present final report, begin marketing strategies/discussion<br>Needs assessment/possible speaker:  |   |
|  |  | Steering committee, 9/  |
|  |  | Steering committee, 10/   |
|  |  | Co-Chair 11/  |
| <b>Council Meeting</b><br>December 2020  | Needs assessment/possible speaker:   |   |
|  |  | Steering committee, 12/   |

